

CONFIDENTIAL

9 January 1973

MEMORANDUM FOR: CIA Records Administrative Branch, DDM&S  
THROUGH: DDS&T Records Management Officer  
SUBJECT: Revision to Records Control Schedule 93-67-4

1. This memorandum is a request for approval to revise Item No. 3 of Records Control Schedule 93-67-4 to read as follows:

Weather Files:

Temporary. Break files annually. Retire to the Records Center. Destroy 3 years after receipt in the Records Center.

2. Storage space for these files is very critical. Therefore, expeditious handling of this request for approval will be appreciated.

25X1A

[REDACTED]  
Records Management Officer  
Office of Special Activities

CONCUR:

[REDACTED]  
Records Management Officer, DDS&T

1 JAN 1974

25X1A

APPROVED:

[REDACTED]  
CIA Records Administration Officer

6 JAN 1974

25X1A

Distribution:

- 1 - Addee
- 1 - RMO/DDS&T
- 1 - Records Center
- 1 - RMO, OSA

E-2 IMPDET  
CI By 018373

## RECORDS CONTROL SCHEDULE

**SECRET**SCHEDULE NO. 00300006-5  
82 67 4

25X1A

OFFICE, DIVISION, BRANCH

Deputy for Operations, Office of Special Activities, DDS&amp;T

JAN 1967

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
0.	<p><u>INTRODUCTION</u></p> <p>This schedule covers the records maintained in the offices under the direction of the Deputy for Operations, Office of Special Activities, DDS&amp;T, including the immediate office of the Deputy, and Assistant Deputy for Operations. The responsibilities of the Deputy for Operations organization include:</p> <ol style="list-style-type: none"> <li>Effective utilization of operational assets, including vehicles, systems, and supporting elements, as well as for operational control of domestic and overseas detachments.</li> <li>Providing staff supervision of activities engaged in command/control, operational planning, automatic data programming and processing, operational intelligence, weather data collection and forecasting, and communications.</li> <li>Monitoring and controlling of operational activities conducted under established programs.</li> <li>Maintaining operational capabilities.</li> <li>Providing intelligence support to the headquarters staff, operational elements, and field detachments of OSA, including such studies, assessments, and evaluations as may be required to provide a basis for operational planning.</li> </ol>		<p>APPROVED: [REDACTED]</p> <p>CIA Records Administration Officer</p> <p>6 Feb 1967 Date</p> <p>25X1A</p> <p>GROUP 1 Excluded from automatic downgrading and declassification</p>

**SECRET**

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
0.	<p><u>INTRODUCTION (con't)</u></p> <p>f. Providing meteorological advice and operational weather support to OSA programs and projects.</p> <p>g. Providing communication and electronic systems support to OSA programs and projects.</p> <p>h. Providing automatic data processing and programming in support of OSA activities.</p>	35.0	<p>Temporary. Break files annually. Retain an additional year, and retire to the Records Center. Destroy 5 years after receipt in the Records Center.</p>
1.	<p><u>SUBJECT FILES</u></p> <p>These files consist of cables, dispatches, and other types of correspondence and papers related to the mission and functions of the offices in the Deputy for Operations, OSA, organization. These are held under established files systems, and are filed alphabetically by subject. Period covered: 1963 to present.</p>	35.0	
2.	<p><u>PROJECT FILES</u></p> <p>These files consist of records pertaining to the special operational activities of the Office of Special Activities, and are held under the categories shown below.</p> <p>a. <u>Subject Files</u></p> <p>These files consist of plans, directives, reports, cables, dispatches, and other types of documents and correspondence related to the development, administration, support, and accomplishment of OSA special activities. These files are maintained under established file systems by subject. Period covered: 1957 to present.</p>	34.0	<p>Temporary. Break files annually. Retain an additional year, screen for material of a transitory or non-record nature, and retire to the Records Center. Destroy 25 years after receipt in the Records Center.</p>

ITEM NO.	APPROVED FOR RELEASE 2001/08/31 : CIA-RDP78-07317A000100300006-5 IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	<p><u>PROJECT FILES (con't)</u></p> <p><b>SECRET</b></p> <p>b. <u>Accident Report Files</u></p> <p>These files consist of records pertaining to accidents involving special operational vehicles and equipment. These files are held as case files, and are filed by control number. Period covered: 1957 to present.</p> <p>c. <u>Mission Folder Files</u></p> <p>These files consist of records pertaining to the accomplishment of missions mounted under OSA special activities. Period covered: 1964 to present.</p> <p>d. <u>Working Files</u></p> <p>These files consist of papers developed in the planning and implementation of OSA special activities and operations.</p> <p>e. <u>Publications Files</u></p> <p>These files consist of regulations, directives, technical manuals, operating procedures, intelligence reports, studies, maps, and other types of publications for the purposes of planning, developing, and implementing programs, projects, and missions. These files are generally held by document category or title. Period covered: 1960 to present.</p> <p><b>SECRET</b></p>	<p>12.0</p> <p>10.0</p> <p>24.0</p> <p>20.0</p>	<p>Permanent. Retain until no longer needed for reference purposes. Retire to the Records Center. <i>I-E</i></p> <p>Permanent. Retain until no longer needed for reference purposes. Retire to the Records Center. <i>I-E</i></p> <p>Temporary. Destroy when no longer needed for reference or background purposes.</p> <p>Temporary. Retain on a current basis. Destroy when superseded, obsolete, or when no longer needed for reference.</p>

## RECORDS CONTROL SCHEDULE

SCHEDULE NO.

Revised 93-67-4 ITEM 3

STATINTL

OFFICE, DIVISION, BRANCH

Deputy for Operations, Office of Special Activities, DDS&amp;T

TITLE

C/Weather Div., OSA

DATE

4 January 1974

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
3.	<p><u>Weather Files</u></p> <p>These files consist of maps, climatology studies and other documents pertaining to the meteorological and weather support provided OSA Programs, Projects and Missions. These files are maintained by document category.</p> <p>Period covered 1971 to present.</p>	10.0	<p><u>Temporary</u> Break files annually. Retire to the Records Center. Destroy 3 years after receipt in the Records Center.</p> <p>STATINTL</p> <p>Approved: [REDACTED] <b>DD/S&amp;T Records Management Officer</b></p> <p>APPROVED: [REDACTED] <b>Chief Records Administration Branch</b></p> <p>16 Jan 73 Date</p> <p>STATINTL</p> <p>E-2 IMPDET CI By 018373</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<p><u>WEATHER FILES</u></p> <p>These files consist of maps, climatological studies, and other documents pertaining to the meteorological and weather support provided OSA programs, projects, and missions. These files are maintained by document category. Period covered: 1960 to present.</p>	16.0	<p>Temporary. Destroy when no longer needed for reference purposes.</p> <p><i>See revision of this item in schedule 93-67-4, Item 3 approved 16 Jan 74. pu</i></p>
4.	<p><u>COMMANDER REPORTS FILES</u></p> <p>These reports are prepared by field commanders of OSA operations. These reports are prepared monthly in the form of cables or dispatches. The Deputy for Operations, OSA, office is the office of record for these reports. These files are held by station. Period covered: 1965 to present.</p>	1.0	<p>Temporary. Break files annually. Retain an additional year and destroy.</p>
5.	<p><u>AUTOMATIC DATA PROCESSING FILES</u></p> <p>These files are related to the automatic data processing support provided OSA activities. These files are held in the following categories.</p> <p>a. <u>Subject Files</u></p> <p>These files consist of administrative, technical, project, and other papers and documents pertaining to the mission and functions of the automatic data processing responsibilities of OSA. These files are held subjectively by file title. Period covered: 1963 to present.</p>	12.0	<p>Temporary. Break files annually. Retain an additional year and retire to the Records Center. Destroy 5 years after receipt in the Records Center.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	AUTOMATIC DATA PROCESSING FILES (con't)		
	<p>b. <u>Software Files</u></p> <p>These files consist of computer program listings, program card decks, technical support information, communications request- ing information, magnetic tape, instructions, and other documentation relative to the data processing function. These files are held by category. Period covered: 1963 to present.</p>	24.0	Temporary. Destroy when no longer needed for reference purposes, except for the master file of computer program cards. Transfer master computer program card files to the Office of Computer Services, DDS&T, upon termination of the respective project.
6.	<u>REFERENCE FILES</u>	75.0	Temporary. Retain on a current basis. Destroy when no longer needed for reference, or when becoming obsolete or superseded.
	<p>These files consist of notebooks, manuals, reports, working files, directories, bulletins, manuals, briefing kits, intelligence summaries, briefing tapes, films, and other materials held for reference or library use. This material is maintained in the various offices of the Deputy for Operations, OSA, and are filed by general category. Period covered: 1960 to present.</p>		
7.	<u>DOCUMENT CONTROL FILES</u>	4.0	Temporary. Retain on a current basis. Destroy when no longer needed.
	<p>These files consist of Document Control, Form 238, and other controls maintained on 3x5 cards for documents classified Top Secret and below. These files are held by document type and number. Period covered: 1957 to present.</p>		
8.	<u>CHRONOLOGICAL FILES</u>	4.0	Temporary. Break files annually. Retain an additional 6 months and destroy.
	<p>These files consist of incoming and outgoing cables, memoranda, dispatches, and other types of correspondence. These files are held by type according to date. Period covered: 1965 to present.</p>		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	<u>COMMUNICATIONS FILES</u>  These files consist of records pertaining to the technical operation and administration of the Communications Division, Deputy for Operations, OSA, which provides communications and electronics systems support to OSA staff and operational elements. The Communications Division operates under the technical and staff guidance and personnel career cognizance of the Office of Communications, DDS. Therefore, these files are included in the records control schedules for the Office of Communications, DDS.	<b>SECRET</b>	
		<b>SECRET</b>	

RAS

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Approved For Release 2001/08/08 : CIA-RDP78-07317A000100300006-5

8 February 1967

MEMORANDUM FOR: Executive Officer, Office of Special Activities

SUBJECT: Records Control Schedules for OSA/DDS&T

1. Attached are approved Records Control Schedules for OSA including the original copy you requested loan of for reproduction and distribution.

2. These schedules are the first to cover your complete organization and represent a commendable effort in managing a significant group of Agency records. Your designation of office of record responsibility is an especially important step.

3. I want to thank you and your staff for the cooperation and assistance given to [REDACTED] in carrying on this survey. Please call me if I can be of help in further implementing your records management program.

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25X1A

[REDACTED]  
CIA Records Administration Officer

**Attachments**

Records Control Schedules

**Distribution:**

Orig - addressee

1 - RAS File

25X1A

DDS/SSS/RAS [REDACTED] fms (8 Feb '67)

Approved For Release 2001/08/08 : CIA-RDP78-07317A000100300006-5

**SECRET**

## RECORDS CONTROL SCHEDULE

**SECRET**

SCHEDULE NO.

93-67-5

25X1A

OFFICE, DIVISION, BRANCH

Deputy for Materiel, Office of Special Activities, DDS&amp;T

SIG

TITLE Deputy for Materiel, Office of Special Activities

DATE 31 JAN 1967

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

25X1A

0.

INTRODUCTION

This schedule covers the records maintained in the offices under the cognizance of the Deputy for Materiel, Office of Special Activities, DDS&T including the immediate office of the Deputy, and Assistant Deputy for Materiel. The Deputy for Materiel organization is responsible for:

- a. Providing management and surveillance over OSA project maintenance of aircraft systems, vehicles, avionics, and aerospace ground equipment.
- b. Developing, implementing, and monitoring of maintenance policies and procedures in support of OSA operations.
- c. Collecting maintenance data, reviewing and analyzing performance data, conducting inspections of project maintenance activities, and monitors aircraft engine overhaul programs and distribution schedules.
- d. Determining requirements, inventories, distribution of assets, equipment allowances, and monitors the accounting and reporting of supplies and equipment.

APPROVED:

CIA Records Administration Officer

6 Feb 1967  
Date**SECRET**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	<p><u>INTRODUCTION (con't)</u></p> <p>e. Requisitioning, receipt, storage, issue and distribution of Agency assets in support of OSA programs.</p> <p>f. Reviewing requests for new construction of facility improvements and preparation of budget submission for these programs.</p> <p>g. Monitoring costs of construction programs and follows status of construction until complete.</p> <p>h. Developing, coordinating, and implementing electronic warfare systems planning factors.</p> <p>i. Evaluating electronic warfare systems operational procedures and techniques.</p> <p>j. Developing materiel plans in the functional areas of supply, maintenance, transportation, procurement, and production in support of OSA projects.</p> <p>k. Developing materiel budget data, financial plans, and monetary requirements in support of maintenance, supply, and related logistical functions.</p> <p>l. Establishing procedures for management of supply accounts, budget preparation, financial plans, as well as developing, evaluating, and maintaining the materiel portion of tactical and mobility plans developed in OSA.</p>		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
1.	<u>SUBJECT FILES</u>  These files consist cables, dispatches, and other types of correspondence related to the mission and functions of the offices in the Deputy for Materiel, OSA, organization. These are held under established files systems, and are filed alphabetically by subject. Period covered: 1960 to present.	30.0	Temporary. Break files annually. Retain an additional year and retire to the Records Center. Destroy 5 years after receipt in the Records Center.
2.	<u>POLICY AND PLANS FILES</u>  These files consist of documents relating to the development of plans and policies for OSA concerned with materiel support matters. The Deputy for Materiel is the office of records for these papers within OSA. These files are held subjectively. Period covered: 1960 to present.	2.0	Permanent. Break files annually, or at such time as volume considerations render the retention of these files in active office space impracticable. Retire to the Records Center in lots of 1 cubic foot by file title.
3.	<u>PROJECT FILES</u>  These files consist of cables, dispatches, and other correspondence, as well as engineering drawings, specifications, and other documents pertaining to the maintenance and supply support for OSA projects. These files are held subjectively by project. Period covered: 1957 to present.	30.0	Temporary. Break files annually. Retain an additional year and retire to the Records Center. Destroy 25 years after receipt in the Records Center.
4.	<u>CONSTRUCTION FILES</u>  These files consist of construction plans, specifications, photographs, drawings, etc., pertaining to installations and utilities under the jurisdiction of OSA. OSA is the office of record for these files. These files are maintained by subject. Period covered: 1957 to present.	20.0	Permanent. Break files annually, or at such time as volume or reference considerations render the retention of these files in active office space unnecessary or impracticable. Retire to the Records Center.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p><u>LOGISTIC FILES</u></p> <p>These files consist of records pertaining to logistical support to the maintenance and supply functions of OSA. These files consist of the categories shown below. Period covered: 1960 to present.</p> <p>a. <u>Subject Files</u></p> <p>These files consist of correspondence, reports, cables, dispatches, memorandum receipts, requisitions, and records of shipments to and from headquarters and the field. These files are held subjectively by category. Period covered: 1964 to present.</p> <p>b. <u>Vehicle Files</u></p> <p>These files consist of records concerning vehicles assigned to the OSA. They include the record categories shown below. Period covered: 1960 to present.</p> <p>(1) <u>Assignment Records</u></p> <p>(2) <u>Table of Vehicular Allowance</u></p> <p>(3) <u>Accident Reports and Related Records</u></p>	8.0	<p>Temporary. Break files annually. Retain an additional year, or upon completion of audits. Destroy after 2 years, or upon completion of required audits.</p> <p>Temporary. Destroy 1 year after disposal of the respective vehicle and the record is audited.</p> <p>Temporary. Destroy when superseded or cancelled.</p> <p>Temporary. Destroy 6 years after the case is closed.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p><u>LOGISTIC FILES (con't)</u></p> <p style="text-align: right;"><b>SECRET</b></p> <p>c. <u>Property Accountability Files</u></p> <p>These files consist of stock record cards, and debit, credit and adjustment voucher files and registers. These records are held by voucher number. Period covered: 1960 to present.</p>		Temporary. Destroy 2 years after audit.
6.	<p><u>CABLE FILES</u></p> <p>These files consist of incoming and outgoing cables held in chronological order by date. Period covered: 1966 to present.</p>	4.0	Temporary. Break files annually. Retain an additional 6 months and destroy.
7.	<p><u>DOCUMENT CONTROL FILES</u></p> <p>These files consist of Document Control, Form 238, for documents classified Top Secret and below. These forms are filed by document number. Period covered: 1964 to present.</p>	2.0	Temporary. Destroy when no longer needed.
8.	<p><u>PUBLICATION FILES</u></p> <p>These files consist of regulations, technical manuals, supply catalogs, operating procedures, service bulletins, maintenance manuals, flight manuals, reference publications, and general supply literature. These publications are held by subject. Period covered: 1957 to present.</p> <p style="text-align: right;"><b>SECRET</b></p>	25.0	Temporary. Retain on a current basis. Destroy when superseded, obsolete, or when no longer needed for reference.

## RECORDS CONTROL SCHEDULE

**SECRET**

SCHEDULE NO. 93-67-6 25X1A

## OFFICE, DIVISION, BRANCH

Deputy for Research and Development, Office of Special Activities, DDS&amp;T

## SIGNATURE

Deputy  
Development, OSA, DDS&T

1 FEB 1967

ITEM  
NO.FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

25X1A

0.

INTRODUCTION

This schedule covers the records maintained in the offices under the jurisdiction of the Deputy for Research and Development, Office of Special Activities, DDS&T, including the immediate office of the Deputy, and Assistant Deputy for Research and Development. The responsibilities of the Deputy for Research and Development organization include:

- a. Planning and operational analyses of current and proposed research and development programs.
- b. Conducting studies in advanced technology and science to support OSA missions and functions.
- c. Technical management and development of advanced intelligence collection systems.
- d. Evaluating, proposing, monitoring, and supervising research and development through test phases of mission vehicles and systems.
- e. Maintaining liaison with industrial, professional, and government organizations performing comparable research and development and coordinating with other components to insure compatibility between related areas.

APPROVED:

CIA Records Management Officer

6 Feb 1967  
Date

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

**SECRET**

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
1.	<p><u>SUBJECT FILES</u></p> <p>These files consist of cables, dispatches, and other types of correspondence and papers related to the mission and functions of the offices in the Deputy for Research and Development, OSA, organization. These are held under established files systems, and are filed alphabetically by subject. Period covered: 1958 to present.</p>	40.0	<p>Temporary. Break files annually. Retain an additional year and retire to the Records Center. Destroy 5 years after receipt in the Records Center.</p>
2.	<p><u>TECHNICAL DATA FILES</u></p> <p>These files contain technical and scientific data accumulated in the process of research and development. They include technical reports, drawings, research material, reference manuals, performance data on systems and equipment, systems and equipment reliability data, and other documents and materials pertaining to research and development programs in support of OSA mission and functions. These documents are generally held subjectively by title. Period covered: 1958 to present.</p>	45.0	<p>Permanent. Retain on a current basis. When no longer required for reference or operational purposes, screen and retire to the Records Center.</p>
3.	<p><u>GENERAL RESEARCH AND DEVELOPMENT DATA FILES</u></p> <p>These files consist of technical and scientific reference materials accumulated as background to research and development. They include technical manuals, professional publications, and other material, and are generally held by the subject matter or title of the issuance. Period covered: 1960 to 1966.</p>	20.0	<p>Temporary. Destroy when no longer needed for reference or background purposes.</p>

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	RETENTION INSTRUCTIONS
4.	<p><u>PROJECT FILES</u></p> <p>These files consist of technical and scientific data, specifications, technical reports, drawings, manuals, and other documents and data pertaining to the operational equipment and systems used in the accomplishment of OSA missions. These papers are related to the project files maintained in the offices of the Deputy for Operations, OSA, and are official OSA records. These files are maintained by general subject. Period covered: 1958 to present.</p>	36.0	Temporary. Break files annually. Retain an additional year, screen for material of a transitory or non-record nature and retire to the Records Center. Destroy 25 years after receipt in the Records Center.
5.	<p><u>CHRONOLOGICAL FILES</u></p> <p>These files consist of incoming and outgoing correspondence filed by station and date. Period covered: 1960 to present.</p>	6.0	Temporary. Break files annually. Retain an additional 6 months and destroy.
6.	<p><u>DOCUMENT CONTROL FILES</u></p> <p>These files consist of Document Control, Form 238, and other controls maintained on 3x5 cards for documents classified Top Secret and below. These files are held by document type and number. Period covered: 1958 to present.</p>	1.0	Temporary. Retain on a current basis. Destroy when no longer needed.

SECRET